



## MINUTES

### SENIOR CITIZENS ADVISORY BOARD

Tuesday, December 16, 2014 • 9:00 a.m.  
San Bruno Senior Center, 1555 Crystal Springs Road

#### WELCOME TO OUR ADVISORY BOARD MEETING

If you wish to speak on an item under discussion by the Board and appearing on the agenda, you may do so upon receiving recognition from the Board Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. In compliance with the American Disabilities Act, individuals requiring accommodation for this meeting should notify us 48 hours prior to the meeting (616-7150).

1. **CALL TO ORDER:** Chair Goff called the meeting to order at 9:01 am
2. **ROLL CALL/ PLEDGE OF ALLEGIANCE:** Present: Chair Bill Goff, Vice Chair Barbara Luzaich, Ellen Donnelly, Elisa Geraldini and Ken Kreisel. Absent: Dorothy Carmichael, Flori Green and Karen Hornung. Staff Present: Danielle Brewer, Kerry Burns, Jim Burch and Mary Tessier. Transcriber: Mary Tessier  
The Board did the Pledge of Allegiance to the new flag that had been purchased for the Conference Room.
3. **ANNOUNCEMENTS:** None
4. **PRESENTATIONS:** None
5. **REVIEW OF AGENDA:**
6. **APPROVAL OF MINUTES:** M/S Luzaich/Geraldini approved the minutes of the November 18, 2014 meeting.
7. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Board policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Board from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Board may, at the discretion of the Board, be scheduled for consideration at future meetings.)
8. **CONDUCT OF BUSINESS:**
  - a. Treasurer's Report – The report was accepted as presented.
  - b. Presentation of California Highway Patrol's Safety Compliance Report on the Senior Center Bus  
Jim Burch, Deputy Director of Maintenance and Operation reported on the bus and CHP report. He described the situation that occurred in May when the bus rolled on a hill when the parking brake was engaged. He also described how the bus works, particularly the ramp and air bags. The CHP did a full inspection and determined that the bus is safe to drive and the parking brake works properly. The drivers have gone through additional training on the features of the bus and how to put the vehicle in park and avoid having the transmission lock up. Uneven terrain often causes the bus to stay in park, so a few pick up locations have been adapted. All board members present received a copy of the CHP report.

- c. Reconfirmation of Monthly Report Format - Staff will provide monthly reports on Class Participation, Information and Referral and Nutrition to the board. There will also be a year-end report which will include a bar graph comparison from previous years. The board was satisfied with this format.
9. **CORRESPONDENCE:** A donation thank you letter was written to Yoshiko Sueyoshi.
10. **COMMITTEE REPORTS:** The Program Committee had a recommendation to schedule a presentation on Home Care Assistance. Supervisor Tessier explained that the presentation would include all the general information on what to look for when hiring a caregiver. **M/S Kreisel/Geraldi moved to approve that staff schedule a presentation on Home Care Assistance.**
11. **COMMENTS FROM BOARD MEMBERS:** Board Member Kreisel suggested that donated baked goods be removed from the kitchen after two days. Director Burns recommended that Supervisor Deeter make an internal flyer for kitchen volunteers.  
Board Member Kreisel asked about the status of the gate in the kitchen to protect equipment from rentals. Superintendent Brewer reported that facilities staff have already taken measurements for this project.  
Board Member Kreisel asked about the status of the new refrigerator. Director Burns reported that she is waiting for the City Manager's approval.
12. **AGENDA BUILDING:**
  - a. Nomination and Election of Board Members – Board Members Carmichael and Goff will be completing their two year terms at the end of the year. San Bruno residents can submit applications by January 20 if they are interested in a position.
13. **ADJOURNMENT:** Chair Goff adjourned the meeting at 9:52 am

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**\*\* POSTED PURSUANT TO LAW \*\***

